GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – Human Resources – Transfers and Postings of Employees – Guidelines / Instructions – Orders – Issued.

FINANCE (HR.I-PLG. & POLICY) DEPARTMENT

G.O.Ms.No.75 **Dated:17.08.2024**

Read the following:-

1. G.O.Ms.No.98, Finance (HR.I) Department, dated 04-08-2015.
2. G.O.Ms.No.140, Finance (HR.I) Department, dated 16-11-2015.
3. G.O.Ms.No.102, Finance (HR.I-Pln. & Policy) Department, dated 10-06-2016.
4. G.O.Ms.No.123, Finance (HR.I-Pln. & Policy) Department, dated 28-06-2016.
5. G.O.Ms.No.64, Finance (HR.I-Pln. & Policy) Department, dated 21-04-2017.
6. G.O.Ms.No.72, Finance (HR.I-Pln. & Policy) Department, dated 05-05-2017.
7. G.O.Ms.No.75, Finance (HR.I-Pln. & Policy) Department, dated 09-05-2017.
8. G.O.Ms.No.57, Finance (HR.I-Pln. & Policy) Department, dated 08-05-2018.
9. G.O.Ms.No.45, Finance (HR.I-Pln. & Policy) Department, dated 24-06-2019.
10. G.O.Ms.No.59, Finance (HR.I-Pln. & Policy) Department, dated 04-07-2019.
11. G.O.Ms.No.116, Finance (HR.I-Pln. & Policy) Department, dated 07-06-2022.
12. G.O.Ms.No.122, Finance (HR.I-Pln. & Policy) Department, dated 16-06-2022.
13. G.O.Ms No.71, Finance (HR.I-Pln. & Policy) Department, dated 17-05-2023.
14. Circular Memo No. FIN01-HR0PDPP(TRPO)/279/2019, Finance (HR.I-Pln. & Policy) Department, dt:30-05-2023.

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ORDER:

The Government is committed to the welfare of its employees and seeks to promote work-life balance, while ensuring efficient and effective service delivery to the citizens. In move forward in this direction, it is required that the employees are posted at places where they can contribute to the best of their abilities for improved governance and efficient delivery of public services. Accordingly, the following guidelines are issued for transfer of employees for the year 2024.

II. The existing ban on transfer of employees imposed vide reference 13th read above shall be relaxed for the period from 19th August, 2024 to 31st August, 2024 for all the Departments mentioned in Para III below, except Excise Department, and for Excise Department the ban shall be relaxed from 5th September to 15th September 2024.

III. All the cadres which have public interface in their regular duties at field/HQ level of the following departments shall be considered for transfers under these orders.

1. Revenue (Land Administration)
2. Panchayat Raj & Rural Development, including SERP
3. Municipal Administration & Urban Development
4. GVWV & VSWS
5. Civil Supplies
6. Mining and Geology.
7. Engineering staff in all departments
8. Endowments
9. Transport

10. EFS&T
11. Industries
12. Energy
13. Stamps & Registration
14. Commercial Taxes
15. Excise

IV. Principles for Transfers and Postings

1. Employees who have completed a period of continuous stay of 5 years at a station as on 31st July, 2024, shall invariably be transferred. For the purpose of transfers, the number of years of service in all cadres/posts at a station shall be reckoned as the Period of Stay at a station, where Station means a place (City, Town, Village) of actual working and not the office or the institution. Such employees shall exercise preference for stations.
2. Employees, other than those who completed 5 years of stay at a station, shall also be eligible for transfer on administrative exigencies or on personal request. Such employees too shall exercise preferences for stations.
3. The transfers made as per the guidelines of Election Commission during the General Election 2024 and re-transferred to their original stations after completion of Election process, shall not be treated as transfer for the purpose of counting of service at a station
4. Preference shall be given to the following categories.
    i. Visually challenged employees
    ii. Employees who have mentally challenged children and seeking a transfer to a station where relevant medical facilities are available.
    iii. Employees who worked for more than two years in Tribal areas.
    iv. Employees with disabilities of 40% or more as certified by a competent authority as per the norms of "persons with disabilities".
    v. Employees seeking transfer on medical grounds (pertaining to self or spouse or dependent children), on account of chronic diseases such as Cancer, Open Heart Operations, Neurosurgery, Kidney Transplantation, etc., to stations where such facilities are available.
    vi. Female employees who are widows appointed on compassionate grounds.
5. The visually challenged employees are exempted from transfers, except when they make a specific request for transfer. As far as possible, these categories of employees may be posted at a place of their choice subject to availability of a clear vacancy.
6. In the case where both husband and wife are Government employees, efforts shall be made to post both of them at one station or in the stations that are nearer to each other.
7. All transfers affected under these guidelines, including the employees who exercised the option of preferred stations, shall be treated as request transfers for the purpose of sanction of TTA and other transfer benefits.

8. Employees shall invariably be transferred from their existing stations on promotion, unless no such promotion posts exist at a different station.

9. All vacancies in the notified agency areas shall be filled first before filling posts in the non-ITDA areas.

10. Besides ITDA areas, areas which are interior and backward with large number of vacancies shall be given preference while filling up of vacancies on transfers. HoDs and District Collectors shall ensure the same.

11. The employees (Local Cadres, Zonal Cadres) working in ITDA areas for more than two (2) years may be transferred to the stations of their choice, subject to fulfilment of conditions stipulated in these orders, giving the due preference to the inter-se seniority among the employees working in these areas.

12. For the purpose of postings in ITDA Areas, the following criteria shall be followed.

    i. The employees shall preferably be below 50 years of age.

    ii. The employees who have not worked earlier in the ITDA areas so far shall be considered for transfers considering the length of their service in plain areas in the descending order of preference.

13. Departments shall ensure that officials who are transferred out from ITDAs are not relieved without a substitute being posted/joining in their place.

    The employees who are posted from a non-ITDA area to an ITDA area have to report in their place of posting within the stipulated time. Any employee who does not report to place of posting in the ITDA areas shall be liable for disciplinary action as per rules in vogue.

V. Procedures for Transfers and Postings

1) All the transfers shall be effected by the competent authorities as per the existing orders of delegation, subject to the Government Orders and conditions prescribed.

2) All transfers shall be affected following procedures and rules of respective departments and for effecting transfers and postings of employees belonging to the district / zonal / multi-zonal cadres, the erstwhile districts / zones / multi-zones shall only be respectively considered as Units, in accordance with the cadres localized under the Presidential Order.

3) In order to ensure that the above preferences are not mis-utilieed, the Departments shall have internal committees to scrutinize thoroughly the applications under those categories and recommend appropriately to the competent authority.

4) The Head of the Department concerned shall be responsible for the implementation of the transfer orders in the most transparent and time bound manner possible without giving any scope for complaints / allegations. Any violation of these guidelines shall be viewed seriously.

(P.T.O.)

5) (a) The standing instructions on the transfers of office bearers of recognized employees Associations as issued in Circular Memo No. GAD01-SW0SERA/27/2019- SW, GA (Services Welfare) Department, dt.15.06. 2022 will apply i.e., not to transfer the office bearers of all the Recognized Service Associations in the State at State level, District level and Division/Mandal level, until their completion of three (3) terms or nine (9) years of stay in a particular station.

(b) The list of office bearers at the taluk and district levels of recognized Employees Associations shall be forwarded to the Heads of Departments (HODs) at the district level through the respective Collector.

(c) The list of the state association shall be forwarded to the HODs at the state level through the General Administration Department (GAD) only. The transferring authority is instructed not to consider any list that has not been received through the aforementioned channels.

(d) However, the competent authorities can affect transfers on administrative grounds even before expiry of the present nine years period after recording the reasons.

VI. The departments, which have unique operational systems may devise their own transfer guidelines relevant to their departments subject to the condition that such guidelines are not contrary to these guidelines.

VII. The ban on transfer shall come into force with effect from 1st September for all the Departments mentioned in Para III above, except Excise Department, and for Excise Department the ban on transfer shall come into force with effect from 16th September.

VIII. A copy of this order is available at https://apegazette.cgg.gov.in

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

PEEYUSH KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT

To
All Departments of Secretariat.
All Heads of Departments.
All District Collectors.
The Secretary, A.P.P.S.C., Vijayawada.
The Prl. A.G. (A&E), Prl. A.G. (G&SSA)/A.G. (E&RSA), A.P. Vijayawada.
The Director, Treasuries and Accounts, A.P., Mangalagiri.
The Pay and Accounts Officer, Mangalagiri.
The Director, Works & Accounts, A.P., Mangalagiri.
All Deputy Director /District Treasury Officers, O/o. District Treasury in the state.
The CEO, APCFSS to provide necessary assistance to the departments concerned.
SF/SC's (2518129)

//FORWARDED :: BY ORDER//

D. Sudhakar

SECTION OFFICER